



Advt. No.IITI/Rect./CNT/2023-24/

March 7, 2024

Advertisement for Non-Teaching Positions (on short-term contract basis)

Indian Institute of Technology Indore (IIT Indore), an Institute of National Importance, is ranked in the top 14 engineering institutes in the country by National Institute Ranking Framework (NIRF) in the year 2023. IIT Indore is one of the second generation IITs established by Ministry of Education, Government of India. IIT Indore has made its presence felt as a centre of excellence for innovation, learning, teaching, and research. The Institute with its state-of the-art infrastructure and a productive and learning work environment aims to attract the best talent for its staff recruitment.

IIT Indore invites applications from Indian nationals having excellent academic record and relevant work experience for the following position on contract basis:

(a) Junior Assistant (on short-term contract basis) - 01 Post

Essential Qualification: Bachelor's degree in commerce with knowledge of computer operations.

Essential Experience:- 02 years' experience in Finance & Accounts/Research & Development/ Material Management Section Department/Section/Offices with on hand experience of tally ERP, Taxation & GST.

Age: - Minimum 21 years and should not have completed 35 years on the day of last day of application as mentioned in the advertisement.

Salary: - Rs. 25000/- (Consolidated) Per Month.

(b) Attendant (on short-term contract basis) - 01 Post

Minimum Qualification: Matric/SSLC.

Desirable Experience: - Minimum 2 years of experience as an Attendant in Government Departments/Sections/Offices.

Age: - Minimum 21 years and should not have completed 35 years on the day of last day of application as mentioned in the advertisement.

Salary: - Rs. 20000/- (Consolidated) Per Month.

General Instructions:

1. All qualifications should have been acquired from Universities/Institutes/Boards/Councils etc. recognized by appropriate Statutory Authorities. The requirements of minimum qualification, experience, and/or age may be relaxed in the case of candidates with outstanding credentials and experience.
2. Candidates who have work experience in the Private Sector and producing the experience certificate should submit the experience certificate on the letter-head of the Company. The letter-head of the company should have the details of the Company Registration Number and contact details of the signatory for confirmation.
3. The candidature of the applicant shall be subject to verification of original testimonials at the time of the interview. In case the candidate fails to submit the required supporting documents as mentioned in the CV, his / her candidature may not be considered for the interview.
4. The appointment will be initially for one year (on short term contract basis). The same may be extended for a further period of one year based on the periodic performance review of the candidate and the needs of the Institute.
5. Selected candidates will be entitled for OPD medical facilities at the Institute Health Centre for self only.
6. He/she will also be entitled for Leave as per Institute rules for contractual staff.
7. The appointment is not a regular employment and does not entitle any claim or privileges or benefits of regular employment.
8. Only shortlisted candidates will be called for the selection process.
9. The Information about the shortlisted candidates and dates of interview will be informed through email mentioned in the application form.
10. The Institute reserves the right not to fill the advertised post.
11. The decision of IIT Indore in matters of selection will be final and binding.
12. In case the information furnished by the candidate in any part is found to be false or incomplete or is not found to be in conformity with the eligibility criteria mentioned in the advertisement, the candidature/engagement will be considered revoked/terminated.
13. Any sort of canvassing or influencing the official related to the recruitment/selection process would result in immediate disqualification of the candidate.
14. Candidates, who are fulfilling the above eligibility criteria, and are willing to apply for the post are requested to send a duly filled and signed scanned copy of the application form to the email id "careers@iiti.ac.in" with the following details **on or before 5.00 pm (IST) on 15-03-2024:**
 - Application form should be properly filled and signed with mentioning the age, qualification, and experience details with a self-attested set of scanned copies of certificates.
 - Application format is enclosed for reference and necessary action.

**Sd/-
Assistant Registrar (Recruitment),
IIT Indore**